NUTRITION PROGRAM ADVISORY COUNCIL

Wednesday, February 13, 2013

Larry Schraufnagel called the Nutrition Program Advisory Council meeting to order at 8:31 a.m.

Roll Call

Jan Duffy, Donald Gunderson, Clem Hoelzel, Wayne Schmitz, Larry Schraufnagel

Also Present

Stephanie Levenhagen, Melanie Macdonald, Jackie Wendlandt

Action on Minutes of the December 12, 2012, meeting (to be distributed at the meeting)

The December 12, 2012, minutes were not distributed at the meeting. Clem Hoelzel motioned and Don Gunderson seconded to table action on the minutes until the next meeting. Motion carried.

Public Forum

None

<u>Nutrition Program Advisory Council Review of the Policies and Procedures from the Wisconsin Aging Network Manual</u>

Stephanie Levenhagen reviewed the items as written in the *Wisconsin Aging Network Manual Policies and Procedures* handout provided for members of the Nutrition Program Advisory Council. Discussion followed.

Yearly On-Site Review of each Dining Center Designation

Larry Schraufnagel assigned dining center annual reviews to members of the Nutrition Program Advisory Council. Assignments were as follows: Clem Hoelzel - Fox Lake and Randolph; Donald Gunderson — Lomira; Wayne Schmitz - Bay Shore and Beaver Dam; Jan Duffy - Mueller Apartments in Watertown; Larry Schraufnagel - Hustisford and Lowell; and Phillip Gohr - Horicon and Mayville. Larry requested that members provide the completed reviews to Stephanie no later than June 30, 2013. Discussion followed.

Letter from UW Health Partners

Stephanie reviewed a letter from UW Health Partners (Watertown Regional Medical Center) regarding their Meals on Wheels program with members of the Nutrition Program Advisory Committee. The letter was sent to community members and invited them to attend a luncheon meeting on February 19, 2013. Melanie Macdonald reported that she attended the meeting and that the community participation included about forty (40) people from various organizations. Discussion followed.

Program Report and Program Statistics

Stephanie reviewed the items as written in the *Nutrition Program Report*, the *Program Statistics*, and the *2012 Donation and Participant Averages* handouts provided for members of the Nutrition Program Advisory Council.

Dining Center Reports

Larry Schraufnagel, Wayne Schmitz, and Jan Duffy reported that participants of Lomira, Beaver Dam, and Watertown want more meat. Wayne and Jan reported that participants would also like more salads. Wayne said that meals came late five times last month. Stephanie said that the meat portions are consistent with program requirements from GWAAR. However, she will discuss meat portions, salads and meal delivery times with Feil's and report back at the next meeting of the Nutrition Program Advisory Council. Discussion followed.

Next Meeting

The next meeting of the Nutrition Program Advisory Council will be held on **Wednesday, April 10, 2013,** at **8:30 a.m.** at **127 E. Oak St.** in **Room 4C** on the **fourth floor** of the Administration Building.

Adjournment

Clem Hoelzel motioned and Wayne Schmitz seconded to adjourn this meeting of the Nutrition Program Advisory Council at 9:27 a.m. The motion carried.

Respectfully Submitted,

Clem Hoelzel, Secretary

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.